

IIS Registry Updates

This document is a quick reference guide for IIS Registry Updates as a Clinic Manager. This is applicable to flu and COVID functionality.

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Important: Flu records will automatically sync, and all past and future vaccine records will be sent to the IIS registry. CMs with IIS access can also edit/delete flu records.



For the latest My Turn educational materials, please visit [EZIZ- Covid](#), [EZIZ - Flu](#), [YouTube](#) or the Knowledge Center tab on My Turn Clinic



My Turn Help Desk
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Email: My.Turn.Clinic.HD@accenture.com

View Records

1.	Select the IIS Status tab on the clinic toolbar.
2.	Enter the search criteria for the IIS Records you wish to view by entering the Appointment Confirmation Number or the account details. For the IIS Status , select the appropriate IIS Status or select All Statuses: <ul style="list-style-type: none">• Success• Warning• Error
3.	When finished entering the search criteria, click the Search button.
4.	Sort the search results by clicking on the headers: Date, Patient, Clinic, Appointment Status, IIS Update Status, and Error Message.
5.	Select the Reset button to reset the search criteria.

Notes:

- Searching by appointment number will only search using that field. Other search fields will be greyed-out.

Edit Records

1.	On the IIS Status tab, navigate to the desired record.
2.	Select the drop-down arrow in the last column and select the Edit/Re-submit to IIS option.
3.	For Patient Background section updates, expand the section by clicking the > button, click the Edit button, and click the Save button when edits are complete. <ul style="list-style-type: none"> • For Account Registration Response section updates, select the updated answer for each question. • For Vaccination Details section updates, update the information as necessary. • For Immediate Adverse Reaction section updates, select the updated options.
4	When finished making updates, click the Resubmit button.

Cancel Records

1.	On the IIS Status tab, navigate to the desired record. Select the drop-down arrow in the last column and select the Cancel IIS Record option.
2.	Click the Submit button to cancel the record OR click the Discard button if you selected the cancel option in error.

Notes:

- Click Next and Previous to navigate between sections.
- To make changes to greyed-out Patient information, you will need to:
 - Cancel the IIS Record.
 - Search for and select the original appointment within the Appointments tab (clinic toolbar).
 - Make the desired edits before re-sending the record to the registry.
- If you accidentally opened a record and wish to exit, click the back button on the browser to get out of that record.
- Each registry (CAIR2, SDIR, RIDE) is unique and allows different data editing capabilities. See the chart on [pg. 6](#) for more a breakdown of editable data by registry.
- Editing a record will only update the corresponding appointment. If making changes to Patient Background information (name, DOB, etc.) for a past both dose Patient, update the IIS record for each dose appointment.
- Once a record is updated, the status will change from Resend > Processing > Waiting for IIS Result before settling on the Success/Error/Warning status. The time the record returns to the Success/Error/Warning status varies by registry.
- Updates place the IIS Record back into the 4-hour time lock window from the vaccine administered date/time. If the vaccine administered date/time is further than 4 hours in the past, it will resend the record immediately.

Grant IIS Update Access

Important: Only Clinic Managers with IIS Status tab access can grant access to other Clinic Managers.

1.	Click the More tab on the clinic toolbar, and select the Manage Users tab.
2.	Enter search criteria for the Clinic Manager you wish to grant IIS Record access to, and click the Search button.
3.	Click on the user's contact name link to navigate to their Contact Details page.
4.	Click the Pencil icon to the right of the "IIS Enabled" checkbox, then select the "IIS Enabled" checkbox.
5.	Click the Save button.

IIS Reports

The **IIS Tracker Report** contains a breakdown of the errors received when submitting vaccination records to the IIS registries. Clinic Managers with the permissions to update the submitted IIS records should download this report to ensure all errors are updated and that the vaccination record is resent to IIS.

Additionally, there is a new report called the **IIS Changes Report**, where Clinic Managers can see a view of all IIS record changes in My Turn and which CM updated them.

1.	From the Homepage , select the More tab, then select Reports from the drop-down menu.
2.	Select the All Folders tab located under the Reports tab on left-hand side under the Folders section.
3.	Find and select the My Turn Clinic Reports folder under the Name column.
4.	Select " IIS Tracker Report " or the " IIS Changes Report " under the Name column.

Notes:

- For in depth information on finding, filtering, and exporting reports, please see the [COVID & Flu – Dashboards and Reports](#) quick sheet.
- The following errors are included in the IIS Tracker Report:
 - DOB Error
 - Date of Admin before DOB
 - First/Last Name Error
 - Invalid Administered Code
 - Invalid City
 - Invalid Suffix
 - State or Providence Error
 - Pending Record
 - Other Error

FAQs

Q: How do I get a Clinic Manager access to this function?

A: If you would like access to send edits and deletions to your records in IIS (CAIR2/RIDE/SDIR), please do the following:

1. Request access for the IIS functionality by filling out the [My Turn IIS Request Form on EZIZ](#) and sending it via email to the help desk at MyTurn.Clinic.HD@accenture.com.
2. Someone from your clinic ops support team will be reaching out to provide information and complete their request.
3. If access has been granted, please review this IIS Quick Sheet to gather background on how to use the functionality and refer to your cluster for questions.

Q: Will I need to re-enter patient information if I cancel an IIS record?

A: No, the "Cancel IIS Record" button only cancels the shot record, it does not remove the patient from the registry. Once you cancel an IIS record, the patient record can be found in the "Appointments" tab under the "Resubmission" status.

Q: What is the 14-day rule?

A: The vaccine administration date of a CAIR2 record can only be modified within 14 days (in the past or future) of the original value. If you enter more than 14 days, the system thinks it is a new shot.

Q: Why can't I edit certain fields in an IIS record?

A: There are some fields that must remain the same in order to send an update to that registry. This varies depending on the registry you are updating (CAIR2, SDIR, RIDE). If you need to edit these restricted fields, you can cancel the IIS record to unlock the record then make the necessary edits in the "Appointments" tab.

Q: What patient data can be edited?

A: Each registry (CAIR, SDIR, and RIDE) has different restrictions for editing Patient data. See the below table for a breakdown:

Data Fields	IIS Registry		
	CAIR2	SDIR	RIDE
First Name	N	Y	Y
Middle Name	Y	Y	Y
Last Name	N	Y	Y
Email	Y	Y	Y
Phone	Y	Y	Y
Date of Birth	N	Y	Y
Gender	N	Y	Y
Race	Y	Y	Y
Ethnicity	Y	Y	Y
Mother or Guardian's First Name	N	Y	Y
Industry	Y	Y	Y
Address	Y	Y	Y
Client Type	Y	Y	Y
Reasonable Accommodations	Y	Y	Y
CDC Questions	Y	Y	Y
Vaccine Administrator	N	Y	Y
Injection Site	Y	Y	Y
Route	Y	Y	Y
Date and Time of Vaccination	Y	Y	Y
Product	Y	Y	Y
Lot Number (Asset Name)	Y	Y	Y
Adverse Reactions	Y	Y	Y

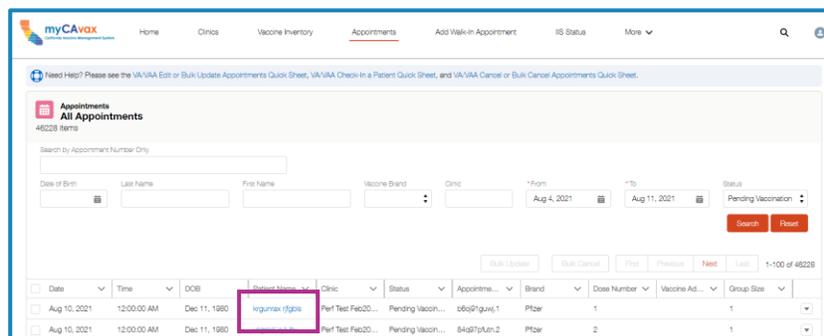
N	Data field is not editable via IIS Edit Functionality (CAIR2 only)
Y	Data field is editable via IIS Edit Functionality
Y	Data field is not sent to registry, but is editable via IIS Edit Functionality
Y	New value must be within 14 days (past or future) of the original value

FAQs

Q: How would I edit a patient record to change the clinic at which they were vaccinated?

A: The clinic associated with a patient vaccination record is not editable via IIS functionality. To change the clinic at which a patient was vaccinated:

1. [Cancel](#) the patient record.
2. Navigate to the Appointments tab on the clinic toolbar, and search for the cancelled record via the
3. Update the appointment with the correct Clinic Name.
4. Click on the Patient Name link to select the updated Appointment



1. Proceed by updating the patient check-in and vaccination flows.
2. Submit the patient record to the registry.

Glossary

Success

Record was successfully uploaded. A record can be successfully sent to the registry, but not uploaded. To confirm successful uploads to the registry, search for the Patient record. If it was successfully uploaded, it will list “Success” in the IIS Upload Status field.

Error

There was an error transmitting the record to the registry. If an error occurs, the reason is listed in the Error Message column. If you are unable to view an Error or Warning message, click the drop-down arrow beside the IIS Upload Message field and click “Wrap text”.

Warning

The record has invalid data, which may have been entered (or not entered) in the registry. See the record’s error message to correct the issue(s). If unsure, view the registry to see if the error got in. If you are unable to view an Error or Warning message, click the drop-down arrow beside the **IIS Upload Message** field and click “Wrap text”.